



Quick Start Guide for Inventory Lab Members

LabArchives Inventory

LabArchives Inventory helps labs to save time and stay organized with an intuitive interface where you can search, use, track, and order inventory items. Record and view important details for each inventory entry including location, description, vendor, grant code, safety sheets, expiration date, current quantity and history. Use the LabArchives ELN integration to link inventory items to LabArchives Notebooks to improve data reproducibility and accountability. We recognize that we have a significant responsibility to protect and secure your data, which is why our application undergoes annual external audits.

support@labarchives.com

Version 5.02.25

Access LabArchives™ Inventory

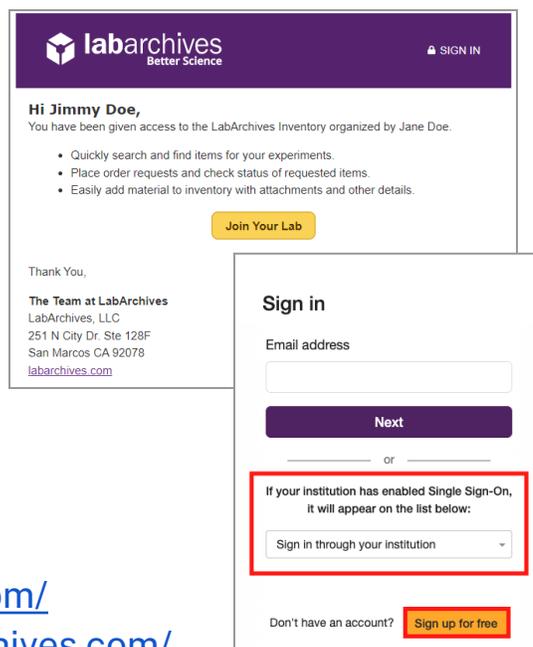
The lab manager or another research team admin will extend an invitation to lab members to join the lab's Inventory.

From the email invitation, click **Join Your Lab** to activate your account and access the Inventory Lab.

- After your account has been activated, you can login from one of our regional servers:

- USA and rest of world: <https://inventory.labarchives.com/>
- UK: <https://uk-inventory.labarchives.com/>
- EU: <https://eu-inventory.labarchives.com/>
- AU: <https://au-inventory.labarchives.com/>

- Enter your email address or select your institution from the **Sign in through your institution** list.
- If you would like to create a free account, click **Sign up for free**.
- If you already have a LabArchives ELN account, you can click the **Test Tube** icon from your notebook to access Inventory.



Find and Use Items

Once items have been added to Inventory, Lab Members can quickly locate items for use, review item details from the **About** and **Details** tab, and update quantities by selecting **Use Now**. When an item is low or out of stock, an **Order** request can be submitted.



- From the main Inventory view, use the **Filters** to locate items by their Inventory Type, Location, Received Date Range, and Include your out of stock items.
- Select a column header to **Sort** by Name, Inventory Type, Quantity, Item Relationships, and more.

The screenshot displays the 'Inventory Management' interface. On the left, there is a 'FILTERS' sidebar with sections for 'INVENTORY TYPES', 'LOCATIONS', 'RECEIVED DATE RANGE', and 'AVAILABILITY'. The main area is titled 'Search Inventory' and includes a search bar with the placeholder 'Type In Inventory Name...' and a 'Search' button. Below the search bar are links for 'Add Item to Inventory', 'Import Items', and 'Export Items'. A table lists inventory items with columns for Name, Inventory Type, Location, Quantity, Relationships, and Description. The table contains several rows of data, including items like 'Isolated Genomic DNA - Patient 101', 'PCR Amplicon - Gene X (Patient 101)', 'Restriction Digest - Genomic DNA (Patient 101)', 'Sample', 'Whole Blood Sample - Patient 101', and 'AatII'.

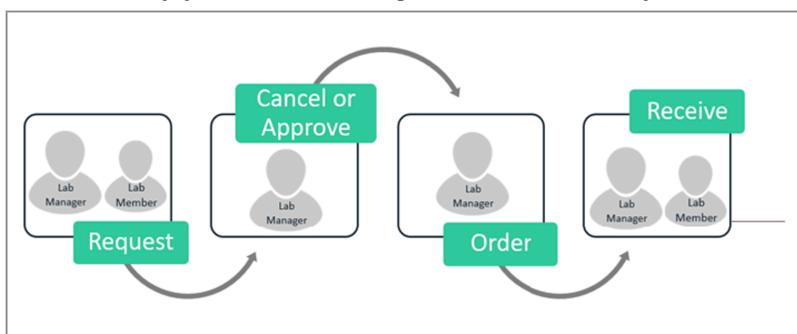
Name	Inventory Type	Location	Quantity	Relationships	Description
Isolated Genomic DNA - Patient 101	Oligo	Freezer 1 > Freezer box 1 B1, B2	5 µL	1 / 2	
PCR Amplicon - Gene X (Patient 101)	Oligo	Freezer 1 > Freezer box 1 B3	7 µL	1 / 1	
Restriction Digest - Genomic DNA (Patient 101)	Enzyme-Restriction	Freezer 1 > Freezer box 1 B4	7 µL	1 / 0	
Sample	Oligo	Freezer 1 > Freezer box 1 B5	10 µL	1 / 0	
Whole Blood Sample - Patient 101	Oligo	(No Location Set)	15 mL	0 / 1	
AatII	Enzyme-Restriction	-20 C > Shelf 1 > Rack 1 > Restriction Enzyme #1 A1, A2, A3, A4	479 µL	0 / 0	An E. coli strain that carries the AatII gene from Acetobacter aceti (IFO 3281)

- Use the **Search Inventory** menu to look for an item by keyword.
- Use the **Advanced Search** to set up more complex searches and to save a frequently used search.
- Set up Parent-Child relationships between items by assigning **Item Relationships** on the **Item's Details** page. **Note:** This functionality is available only with Premium and Enterprise Inventory licenses.
- If QR Codes or labels are printed and added to the physical items in your Inventory, scan them using the **Camera** button in Inventory, or directly through your mobile device's camera.

Request Orders

If quantities are running low and you need a certain item to be purchased, you can submit an order request. The Lab Manager or other users with order approval rights, can approve or deny the order request.

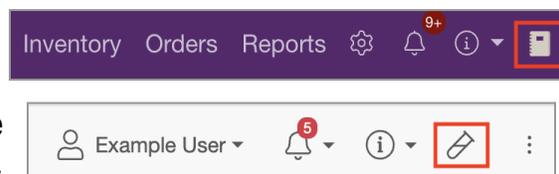
- Select **Reorder** from the Inventory list or while viewing an individual Inventory Item.
- Click the **Bell** icon to check your notifications and stay up to date on any pending order requests.
- Lab Members can receive their own orders.



Integrate with the LabArchives Notebook

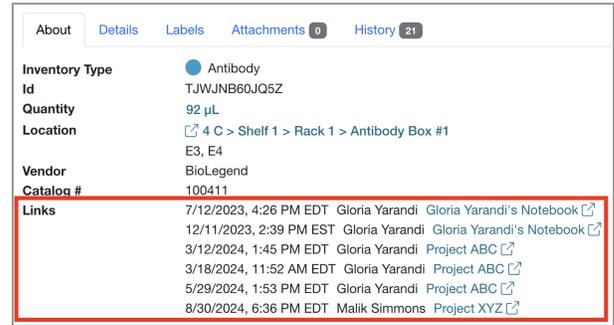
The integration provides bi-directional links from the Notebook to Inventory including a link in Inventory that tracks the use of an item in experiments logged in the Notebook.

- From LabArchives Notebook, use the **Inventory List** entry type to create a list of Inventory items that pull directly from the Inventory and are linked in the Notebook.



Name	Quantity Used	Date Used	Location	Catalog #	Lot #	Expiration Date
Calcium Carbonate	1 g	9/11/2022, 7:10 PM EDT	Chemical Cabinet > Shelf 3	848263	1HG0847	7/3/2022

- When editing the Inventory List entry type, you can search your Inventory Lab and click **Use Now** to use the item and deduct the quantity used.



- For items that are not tracked in Inventory, e.g., glassware, select the option **Manually add an inventory item to the list.**

Additional Help and Support

Find help through the **Information** icon and visit the [Knowledgebase](#) to browse by support topic, view [Video tutorials](#), register for one of our [regional webinars](#), or submit a question directly to our [Support team](#).

Review the [Quick Start Guide for Inventory Lab Managers](#) to learn how Lab Members can use Inventory to locate items and request orders.